

**J**WOD employees' capabilities include stand alone order-taking services (on-site or off-site); or order-taking in addition to processing. Additional tasks involve sorting customer orders by date and route, attaching appropriate labels to boxes, segregating completed sets by shipping requirements, and annotating order counts.

## FOOD SERVICES

"Outstanding food service is a main ingredient for the high morale of our Naval forces," according to Secretary of the Navy John Dalton. JWOD employees have been instrumental in the operation of several award-winning galleys and mess halls, including the food attendant service they provide for the Norfolk Naval Ship Yard in Portsmouth, Virginia, which recently won the Navy's prestigious Ney Award for food service excellence. Other JWOD contracts have contributed to mess halls winning or placing in the Air Force's Hennessey Excellence in Food Services Management Award.

Since 1987, over 1,000 persons with severe disabilities participating in the JWOD Program have worked with Federal staff on food service operations coast to coast—from the U.S. Army Natick Research, Development and Engineering Center in Massachu-

sets to Travis Air Force Base in California. Food service tasks frequently include preparation of cold food, serving the food, providing cashier service, busing tables and washing pots and dishes.

## GROUNDS MAINTENANCE

Grounds maintenance contracts performed under the JWOD Program range from keeping up a single lawn and walkway to caring for acres of land at a public park. Among current projects are the John F. Kennedy Center in Washington, D.C., the Naval Air Station in Corpus Christi, Texas, and Bonneville Dam in Oregon.

**S**pécialized tasks such as mowing, trimming, seeding, fertilizing, pruning, mulching, and maintenance of sprinkler systems as well the operation of tractors and irrigation systems are among the functions performed by trained JWOD employees. Several projects include related services such as cleaning recreation areas and litter pick-up. Grounds maintenance services may also be performed in conjunction with janitorial/custodial requirements.

Positions on grounds maintenance crews are matched with individuals' aptitudes and interests. To ensure safety, lead workers and supervisors provide training and protective equipment for all employees.



## JANITORIAL/CUSTODIAL

Janitorial work has come a long way, from a single mop and pail to a level of sophistication that dictates complete mastery of industry standards and a knowledge of Government regulations. JWOD janitorial crews specialize in buffing, dusting, polishing, sweeping and vacuuming. They operate a full range of professional cleaning equipment and are trained in OSHA safety and health requirements.

Individuals with disabilities work on JWOD janitorial contracts at more than 500 Federal locations nationwide. Current projects include environmental labs and museums; top-secret offices where security clearances are required; and restroom facilities at public parks and zoos. Presidential libraries, medical centers and commissaries are also among the Government facilities cleaned by JWOD workers.

JWOD janitorial/custodial providers frequently outperform commercial firms because nonprofit



agencies have a different bottom line—and don't believe in cutting corners. A nonprofit agency in Chicago, Illinois, received the U.S. Postal Service National Quality Supplier Award for its performance on a janitorial contract. The criteria for its selection included responsiveness, quality and value.

## LAUNDRY SERVICES

Laundry services have opened up a specialized field of employment for people with severe disabilities. JWOD-participating nonprofit agencies can own, operate and maintain laundry equipment at their facilities or operate Government-owned laundry equipment at a Federal site.

**W**hether it involves clothes, wiping rags, linens or hospital uniforms, JWOD employees can meet *your* laundry needs. They'll even pick up and deliver—and they can meet the toughest sanitary laundry requirements such as those of a hospital. From a room with 10 commercial washing machines to a computerized state-of-the-art conveyor belt system that washes, processes and irons two million pounds of laundry annually, nonprofit agencies excel in handling requirements of *all* sizes.

A nonprofit agency in Norfolk, Virginia, provides laundry service for the Portsmouth Naval Hospital under the JWOD Program, handling surgical uniforms, patient gowns, hospital bed sheets and bed coverings. In this modern facility, it takes only 28 minutes to complete the industrial wash cycle. Other examples include laundry of wiping rags for Hill Air Force Base, Utah, and laundry services for the Department of Veterans Affairs (VA) Medical Center in Danville, Illinois.

## MAIL SERVICES

JWOD Program participants can run your entire mailroom operation or simply provide you with messenger service—the scope of work is entirely up to each customer's needs. Mail service duties include sorting and distributing mail, as well as shipping, receiving, bar coding, metering, routing of internal or outgoing mail, and special tasks such as bulk, certified and registered mail.

At some facilities, JWOD employees provide window services to customers or general delivery services. They may also brief base personnel on the use of the postal facility, order supplies and maintain sophisticated equipment like Optical Character Readers.

**J**WOD employees with severe disabilities provide mail services for more than 50 Federal activities nationwide. Projects include mass mailing for the Government Printing Office and operation of the Department of Commerce mailroom in Washington, D.C., as well as services for the GSA South Complex in Kansas City, Missouri, and the Army Corps of Engineers in Portland, Oregon.

## MEDICAL TRANSCRIPTION

Medical transcription offers excellent employment opportunities for persons who are blind or have other severe disabilities participating in the JWOD Program. A nonprofit agency in Houston, Texas, pioneered this service in 1991, when it began transcribing reports for its local Department of Veterans Affairs (VA) Medical Center. Current projects include VA Medical Centers in Brockton, Massachusetts and Durham, North Carolina.

VA physicians dictate patient medical reports onto tapes, which are electronically transmitted to the nonprofit agency and processed by trained medical transcriptionists into the required VA format. A complete quality assurance program is utilized to ensure error-free reports. Finished reports are electronically transmitted back to the Medical Center.

## RECYCLING & REPAIR SERVICES

Yesterday's trash is today's recyclables—paper, metal, cardboard, plastic, glass, cameras and laser printer toner cartridges. Not only is recycling good for the environment, it's good for business. Likewise, repairing instead of replacing reduces waste and stretches procurement dollars. Working under the JWOD Program, people with disabilities are involved in the growing recycling and repair industries.

**J**WOD employees collect and separate recyclables and clean and transport them to the appropriate markets. In one U.S. National Park,



JWOD crews collect and recycle the cans, glass and paper products used by patrons. In San Antonio, Texas, a crew sorts and segregates electronic recyclable material for precious metals recovery. For some projects, employees are trained to operate sophisticated equipment such as forklifts, trucks, compactors and balers.

Individuals with disabilities can also restore, repair and recover old equipment, parts and other items, whether it's fixing cargo nets for Wright-Patterson Air Force Base, Ohio, package reclamation at Hill Air Force Base, Utah; or repairing small hand tools for the Navy in Jacksonville, Florida. JWOD employees can assist you in your maintenance efforts and save you money, too!

## REMANUFACTURING TONER CARTRIDGES

Budget-conscious offices frequently look to administrative and office supply expenses when savings must be found. A new market has developed for remanufactured laser printer toner cartridges, which cost about half as much as brand new models. This approach also helps protect the environment by saving landfill space.

From the beginning, JWOD-participating nonprofit agencies have been involved in quality remanufactured toner cartridge methods—not the messy “drill and fill” approach. They begin with a used, empty toner cartridge and disassemble it, cleaning and inspecting the mechanism. A long-life drum replaces the old one, and any other worn components are also replaced. The toner bin is refilled with high quality black toner. Then, cartridges are reassembled, recalibrated and tested before they are packaged and returned to the customer.

Under the JWOD Program, remanufacturing toner cartridges is currently provided as a service. Pick-up and delivery can be written into the Statement of Work. Customers include the

Department of Energy in Washington, D.C. and U.S. Navy, Great Lakes, Michigan.

## STORE OPERATIONS

**M**any military and civilian facilities enjoy the convenience and savings of an on-site supply store. However, the administrative costs and personnel requirements associated with such stores often make them a target for budget cuts. The JWOD Program provides an attractive outsourcing alternative which not only saves money and/or full-time equivalent positions, but sacrifices none of the variety, service or value store customers have come to expect.

In Bremerton, Washington, people with severe disabilities operate the Self Service Retail Store (often called the “SERVMART”) for the Naval Supply Center, Puget Sound. Responsibilities include receiving, stocking

and issuing supplies to support a broad range of customers. JWOD employees provide customer assistance, staff the check-out counters, record sales and maintain a quality control program.

Recently, another new approach has been developed for supplying JWOD and other office and miscellaneous products to Federal customers. Under this approach, non-profit agencies furnish such items at supply stores they operate. While some people with severe disabilities work in the stores, the primary reason the nonprofit agencies have opened them is to sell JWOD products, which are made in nonprofit agencies throughout the country by people who are blind or have other severe disabilities.

At Ft. Bragg, North Carolina, a nonprofit agency employing people who are blind offers more than 500





JWOD and other products for purchase by Army employees. The nonprofit agency's store is located on the base and functions as any other retail operation, with the exception that JWOD items comprise almost half of its stock and a number of the store workers are people who are blind.

## STORAGE/DISTRIBUTION/ WAREHOUSING

Federal agencies can streamline distribution systems and free up storage space by contracting for these requirements under the JWOD Program. Bulky forms and publications, uniforms and other supplies can be warehoused, maintained and shipped from your site or off-site.

Imagine being responsible for providing 3,500 different Class 6240 lamps, stored at 66 different depots nationwide. The Defense Supply Center—Richmond (DSC-R), Virginia, solved this problem by contracting with two nonprofit agencies for storage, repackaging and distribution of lighting supplies. The nonprofit agencies fill DSC-R customers' orders using the most advantageous shipping method based on delivery requirements.

In Jackson, Mississippi, a participating nonprofit agency stores and distributes clothing and other promotional items for the Corporation for National Service (Americorps) A nonprofit agency in Washington, D.C., manages the Central Shipping and Receiving Headquarters of the U.S. Department of Agriculture.

Additionally, hundreds of JWOD employees operate warehouses for the Defense Commissary Agency, safely operating sophisticated equipment such as forklifts and pallet jacks.

## SWITCHBOARD OPERATION

Twenty-four hours a day, 365 days a year, switchboards are vital links inside and outside Government entities such as Department of Veterans Affairs Medical Centers or entire Air Force Bases.

Since 1991, JWOD employees have worked round-the-clock providing switchboard operation services in several facilities, including the VA Medical Centers in Tucson, Arizona; Syracuse, New York; and Houston, Texas; as well as Keesler Air Force Base, Mississippi. The work requires computer skills, speed, precision and the observance of strict security measures.

Operators handle emergencies such as cardiac arrest, fires, and police calls. They provide special assistance to physicians, as well as directing the hospital's internal overhead paging system and patient information calls. JWOD employees who operate the switchboard at Eglin Air Force Base, Florida, volunteer for emergency shifts during hurricanes. In the past, one crew kept the phones staffed for up to 36 hours straight!

## CUSTOM SERVICES

The service descriptions on the previous pages are only a sampling of what is possible under the JWOD Program. Any suggestion for a service project—large or small—should be presented to the JWOD team for analysis and discussion. A number of services that are very popular today were pioneered by one contracting activity and one nonprofit agency just a few years ago.

The JWOD Program can provide almost any level of service to your agency, from a courier service consisting of one full-time position to a microfilming project that has employed over 100 individuals with disabilities. Need a computer programmer, an adaptive engineer or a network specialist? We have highly qualified programmers, engineers, and systems people.

In the photo below, JWOD employees refurbish mountains of sleeping bags, fire pants, and shirts for a support contract with the USDA Forest Service.

The JWOD Program *can* work with you to develop a statement of work that meets *your* unique requirements. **The possibilities are endless!**



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6510-01-370-4100	Surgical Adhesive Tape	PG	43	7105-00-052-8690	Picture Frame	EA	31
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6515-00-481-2049	Feeding Bag	EA	42	7105-00-052-8697	Picture Frame	EA	31
6515-00-690-6911	Suture Removal Kit	KT	44	7105-00-052-8698	Picture Frame	EA	31
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